



ISIS HR Quick Tips

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Accurately Documenting a Position Number Change or Reassignment in ISIS HR

How do I accurately determine and document a Position Number Change or Reassignment in ISIS HR?

According to [Civil Service Rule 23.10 Reassignment and Position Change](#), an appointing authority may reassign a probationary or permanent employee to a position with a different job title that has the same maximum rate of pay, provided the employee meets the Minimum Qualifications of the job to which he is being assigned. In addition to reassignments, an appointing authority may position change any probationary or permanent employee to a same job title, but different position number.

An employee that is a Custodian 2 (WS-203) and is moved to a Laborer 2 (WS-203) would be an example of a Reassignment action. The job titles are different, but both positions have the same rate of maximum pay. When entering the action into ISIS HR, the Reassignment reason would be selected under the [Organization Assignment](#) menu and the pay reason Reassignment should be selected. The pay reason should reflect the authority for the pay remaining the same ([Civil Service Rule 6.9d](#)). According the [Civil Service Entry Guidelines](#) comments section, the Reassignment action reason would be used when an employee moves to a position with a different job title, but the same maximum rate of pay.

On the other hand, the Custodian 2 (WS-203) with position number 00123 is moved to a Custodian 2 (WS-203) with a position number 00456 would be an example of a Position Number Change. The position number is the only difference between the two positions. When entering the action into ISIS HR, the Position Number Change action reason would be selected under the Organizational Assignment menu and the pay reason Lateral should

be selected. Similarly to Entry Guideline Reassignment comments, the Position Number Change comments explain that the Position Number Change action reason would be used when the job title remains the same and only the position number changes. The pay reason reflects the authority for the pay remaining the same ([Civil Service Rule 6.9d](#)).

Questions? Call the HRIS Program Consultant at (225) 342-8282